Job Title:	Director of Corporate, HNI & MDA Revenue	**Reporting To:**	Executive Chairperson
Start Date:	August 2015	**Years in Career:**	15 years
Direct Reports:	6	**Education:**	MA/MSc/MBA; CPA
Contract Term:	4 Years (renewable)		

About the Role

Director of Corporate, HNI & MDA Revenue is responsible the revenue collection of large and medium size corporates, nigh net worth individuals (HNIs) and the parastatals/MDAs (Ministries, Departments & Agencies) of the KWSG. This requires the Director to devise strategies for and oversee planning, organizing, management and administrative responsibilities for billing and revenue collection; as well as the development of revenue generating activities.

Furthermore, S/he will ensure close integration with the corporate sector to ensure accuracy of revenue recognized, and prompt collection of accounts receivable. Given that corporates, HNIs and MDAs all have their own specific operations and needs, collection from each require a high degree of administrative flexibility in execution.

Specific Tasks

Specific tasks are divided into the following categories and include:

1) Recommend policy; formulate procedures; develop goals and objectives; provide supervision over professional and support staff; and develop and administer the division's budget;
2) Plans, develops, manages programs and formulates strategic solutions to improve operational efficiency and efficacy;
3) Establishes and communicates work objectives and develops short-range and long-range plans to meet goals;
4) Ensure accuracy, timeliness and up-dates of information on taxpayers for the database;
5) Ensure transparency in enumeration and revenue collection processes;
6) Provide billing and collection data and analysis to assist Executive Chairperson in revenue forecasting exercises;
7) Distribute regular analytical management reports to Executive Chairperson;
8) Implements and communicates guidelines, procedures, and regulatory policies;
9) Communicates technical information internally to Executive Chairman and other relevant Directors regarding new strategies and concepts for efficient revenue collection, changes in laws, rules and regulations;
10) Identifies areas of critical collection inefficiencies, develops techniques for increasing program effectiveness, and implements the change process.

Education

1) MBA/MA/MSc that combined training in economics, finance, human resources management, organizational behavior, and law;
2) Certified Public Accountant (CPA) designation;
3) Professional membership of The Chartered Institute of Taxation of Nigeria is a must;
4) Formal managerial, leadership training with focus on stakeholder engagement and negotiations.

Professional Experience

1) 15 years
2) 8 – 10 years of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above.
3) Demonstrate familiarity with the corporate tax base. This must include but isn't limited to ensuring information dissemination has wide reach; awareness, training and capacity development;
4) Demonstrable proficiency in developing strategic relationships with corporate & MDAs.

Required Skills

1) Proficient in Microsoft systems, e.g., Word, Access, Excel, PowerPoint.
2) Strong project management, time management and organizational skills required. The ability to manage multiple priorities, take initiative, delegate responsibility, prioritize and ensure the delivery of on-time deliverables is key.
3) Clear understanding of both motivations and requirements of key players that will impact KS-IRS.
4) Fluency in written and spoken English required, Excellent written and verbal communication skills;
5) Excellent interpersonal and intercultural skills
6) High level of digital literacy and familiarity with database management systems
7) Proven ability to work under pressure, ensure coherence and consistency, independently, and meet deadlines consistently;
8) Sound knowledge of Government policy and practice impact on financial and contractual arrangements
9) Stakeholder and cross-functional team management

Personal Attributes

1) High ethical standards and fiduciary duty. The incumbent will view and possess significant confidential information regarding all aspects of our finances. High levels of discretion, integrity and judgment are required.
2) Keen analytic, organizational and problem solving skills which allows for strategic data interpretation versus simple reporting.
3) Knowledge of the political environment and decision making factors, but courage to maintain objectivity and stay on track by managing up.
4) Personal credibility and integrity.
5) Self-confidence and respect for others, regardless of position, and willingness to work as a team member/leader.
6) Ability to articulate positions concisely and quickly, in a manner that is useful and easily understood by all stakeholders.
7) Demonstrated ability to be an effective leader in a multi-disciplinary environment.
8) Executive leadership and ability to see and handle all the sides of an issue or project.
9) Strong and pragmatic business acumen with the ability to recognize the business consequences of legal advice and vice versa.
10) Excellent interpersonal skills, with ability to communicate and interact effectively at all levels of the organization.